**Fordham Village Hall Booking Form 2025**

**Church Road, Fordham CO6 5NA**

**Charity Number: 1007775**

**Managing Trustees: Management Committee**

**Booking Secretary: Wendy Shepherd 07703579218**

**Email: wendyshepherd9@gmail.com**

|  |  |
| --- | --- |
| **Type of Event** |  |
| **Requirements: Hall, Kitchen, Lobby** |  |
| **Date of Event** |  |
| **Setting up time From/to:** |  |
| **Time of Event to Start** |  |
| **Time of event to Finish including clearing and cleaning up** |  |
| **Estimated number of people attending** |  |
| **Entertainment provided by** |  |
| **Does the event include serving alcohol?** |  |
| **Would you use WiFi if available** |  |
| **Name of person responsible for booking** |  |
| **Address and postcode** |  |
| **Telephone number** |  |
| **Mobile number** |  |
| **Email address** |  |
| **I have been given the Evacuation plan & Health & Safety Rules**  |  |

I confirm that I have read and understood, accept and will fully comply with the Conditions of Hire. All our Policy documents are available in the hall and online at [www.fordhamvillagehall.co.uk](http://www.fordhamvillagehall.co.uk)

*General Data Protection Regulations 2018: Personal data provided will be stored and used solely by the village hall and will not be lent, hired, sold or used in any unauthorised way. Details can be modified or erased by the hirer on request. Your signature confirms your agreement with these terms.*

**Signed………………………………………................................................. Date……………………………………………**

**Cheques to be made payable to Fordham Village Hall Management Committee**

**Please return this slip and payment to Wendy Shepherd, 58, Church Road, Fordham, Colchester CO6 3NJ Tel 01206 617020. Email wendyshepherd9@gmail.com**

**Private Hire Booking rates are currently £12.00 per hour for Fordham residents and £15 per hour for non-residents. For regular use and public events please enquire.**

**Hours booked.……….. Cost of hours.………..… Total £………………**

**All Cheques are to be made payable to Fordham Village Hall Management Committee**

**Alternatively pay by BACS to Santander Bank Sort code 090154 Account number 13433900**

**Adopted:** Management Committee amended May 2023

**Fordham Village Hall**

**Conditions of Hire 2025**

For the purpose of these conditions, the term HIRER is the person signing the booking form.

**Supervision.**

Hirers must be over 18 and at least one responsible adult must be in attendance at all times.

If the person hiring the hall is not going to be in attendance at the event, they will be responsible for nominating a responsible person to supervise the event and ensure full compliance with these procedures. The hirer is responsible for supervision of the premises, the behaviour of all persons using the premises and proper supervision of car parking arrangements so as to avoid obstruction of the highway. Smoking is not allowed in any part of the hall. Hirers must comply with the provisions of the Children Act 1989. The hirer must report all accidents involving injury to the public and any failure of hall equipment to the Management Committee. Please remember that the hall is in a residential area and ensure minimum noise on arrival and departure, especially when parking and leaving late at night. **Health & Safety.** A First Aid Kit is available in the kitchen along with an accident book to record any accidents which must be reported to the Management Committee. A defibrillator is on the front outside wall of the hall. All groups hiring the hall need to have their own risk assessment document as part of their health & safety procedures. **PLEASE** **DO NOT ALTER THE PROGRAMMERS ON THE HEATERS: JUST SWITCH THEM ON AT THE WALL.**

**Fire.** The fire exits must be kept clear at all times. In the event of fire the hirer is responsible for the safe evacuation of all persons within the building and must call the emergency services**. A mobile phone is needed for this as the hall has no land line telephone.** Disabled access/exit is via the front of the building. Any electrical appliances brought to the premises and used there, shall be safe and in good working order, PAT tested and used in a safe manner.

**Health and Hygiene.**

When serving or selling food, the hirer must observe all relevant food health and hygiene legislation and regulations. Please bring your own tea towels. No food is to be left on the premises.

No animals (including birds) with the exception of Assistance Dogs are to be brought into the hall, but are not to enter the kitchen area at any time.

**Licenses.**

The Premises License allows for no more than 65 persons to be present in the hall. There is also a PRS Music Licence for the use of recorded music. The premises shall not be used for any purpose other than that described on the booking form. The hall must be vacated by 12 midnight.

No alcohol is to be sold on the premises unless a special license has been obtained. (Selling includes giving alcohol in exchange for donations or accepting pre-paid tickets.)

**On Leaving.**

Hirers must ensure that the premises (including foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy. **Please take home your rubbish at the end of the hire.**

Any chairs and tables removed from the storage shed must be taken back**.**

**If you have used Blu Tak to hang decorations; please remove the Blu Tak.**

Any costs incurred for damage or extra cleaning will be charged to the hirer.

Please turn off each heater and the water heater. **The master switch located by the front door must be turned off when leaving.**

Should the heating not have been turned off at the completion of the period of hire, an additional charge will be made.

Please do not post any notices or advertising material in the hall without the permission of the Management Committee.

**Storage.**

The Village Hall accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period.

**The hall key must be returned to 58 Church Road Fordham as soon as the hire has finished.**